

Job Aid:

Submitting Questions & Viewing Answers with the Q&A Tab

This Job Aid shows Sellers how to:

- Submit Questions to buyers
- View answers to Questions

Of Special Note:

- Not all bids allow for Q&A. Questions may only be entered into the Q&A tab when buyers have activated this feature.
- This job-aid walks sellers through the process of submitting questions to buyers who have posted bids in COMMBUYS and the RFR allows for submission of questions.
- If a department accepts written questions regarding a bid, all accepted written questions and answers must be published as part of the bid record in COMMBUYS. This requirement may be met by attaching a Q&A document to the bid or by using the COMMBUYS Bid Q&A functionality.
- COMMBUYS will not prevent sellers from asking questions using the bid Q&A functionality up until the Bid Opening Date/Time. In their bids, departments may set a date/time after which they reserve the right not to respond to questions.

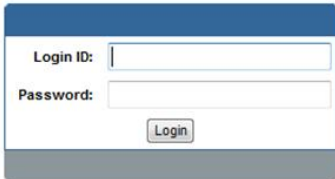
Screenshot

Directions



COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.



Login ID:

Password:

[Login Assistance?](#)

1. Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) into the browser.

Enter your login credentials and click the **Login** button on the COMMBUYS home page.

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Bid Solicitation: 00000144

Header Information		
Bid Number: 00000144	Description: Snow Man Party	Bid Opening Date: 01/15/2014 12:20:00 PM
Purchaser: Buyer Buyer	Organization: Operational Services Division	
Department: BSAS - Bureau of Substance Abuse Services	Location: 2300 - Central SA	
Fiscal Year: 14	Type Code:	Allow Electronic Quote: Yes
Alternate Id:	Required Date: 01/16/2014	Available Date: 01/14/2014 12:20:00 PM
Info Contact: Contact Leslie Doughty at (555)555-5555	Bid Type: OPEN	Informal Bid Flag: No
Purchase Method: Open Market		
Pre Bid Conference:		
Bulletin Desc:		
Ship-to Address: Operational Services Division Address Boston, MA 02108 US Email: ejacobson@operativesholdings.com Phone: (555)555-5555	Bill-to Address: Operational Services Division Address Boston, MA 02108 US Email: ejacobson@operativesholdings.com Phone: (555)555-5555	Print Format: Bid Print
File Attachments: sample attachment.docx		
Form Attachments:		

5. The bid opens. Information found on this screen includes:

- Purchaser
- Department
- Contact for this bid
- The type of purchase:
 - Open Market
 - Blanket
- Pre-Bid Conference details
- Ship-to and Bill-to Addresses
- Any attachments to the bid

Total Discount Amt.	Tax Rate
Brand:	
Packaging:	
<input type="button" value="Print Page"/> <input type="button" value="Bid Q & A"/> <input type="button" value="Exit"/>	

6. Scroll to the bottom of the page. Click on the **Bid Q&A** button.

Open Market Bid BD-15-1080-1080C-1080L-00000000382

Current Q & A for this bid:

Question #	Created Date	User Created	Question Subject	Question	Answer
1	12/31/2014	James Smith/Water World	Materials	Are you interested in EPF materials and recycled materials?	Yes, we will consider
2	12/31/2014	John Smith/Gurk's Up Pool Supplies	Date and Time	Duck? Dodge? Hyde? Paul let me if you get this question	

Add new questions:

Question Subject	Question (max 2000 characters)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

7. The Q and A screen opens. Posted answers appear on the top half of the screen. The seller may post questions in the lower section of the screen.

For each question asked through the bid Q&A functionality, COMMBUYS displays the name of the seller who asked it.

In cases where displaying the names of the sellers may undermine the fairness or competitiveness of a procurement, the department may choose to post questions and answers as a document attached to a bid.

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Add new questions:

Question Subject	Question (max 2000 characters)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Save & Exit Save & Continue Reset Cancel & Exit

8. If a seller wishes to submit a question to the buyer, the seller must enter a subject for the question in the **Question Subject** column and then type the question in the **Question** column.

Questions may be up to 2000 characters long.

Add new questions:

Question Subject	Question (max 2000 characters)
Pool Rope	What length in meters or feet do you require?
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Save & Exit Save & Continue Reset Cancel & Exit

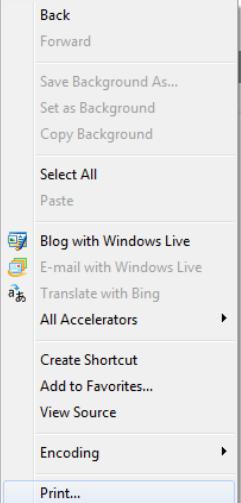
9. Click on the **Save & Continue** button to save the newly-added question and remain on the screen to add another question.

Click on the **Save & Exit** button to save the question and exit this screen.

Clicking either button sends the question to the buyer.

Save & Continue Reset

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10. Printing the Q&A tab Information:

A seller may wish to print the Q&A tab records. As there is no 'Print' button on this tab, printing may be done via one of the following methods:

- Right-click in the browser window and choose **Print**.
- Press **CTRL + P**, and click **Print**.
- Press the **Print Scrn** key on the keyboard to capture the information, then paste the screenshot into a program such as Word, then print the document.